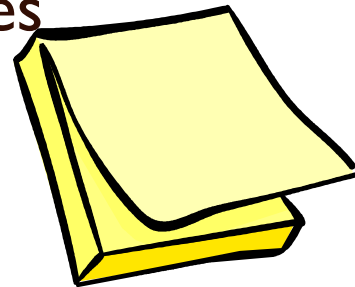


# County Role

## Leading up to MVS Implementation

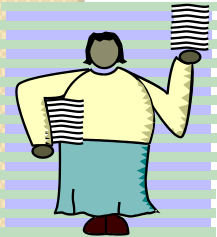
Beginning 10/1/2011 – 11/21/2011

- ❖ Counties become final approver for all transactions
- ❖ Counties should encourage their staff to become particular about accepting incomplete paperwork.
- ❖ Begin to batch daily work in two categories
  - ❖ Approved applications
  - ❖ Unapproved applications
- ❖ Can be batched with rubber bands and a sticky note to indicate approved or unapproved
- ❖ Work sent to State DAILY



# Batch Work as Approved or Unapproved

- Approved Applications
  - Do Not Need TE-I Checklist attached
  - Will be sent directly to microfilm
  - Majority of your applications should be completed or “approved”
- Unapproved Applications
  - Need TE-I Checklists attached
  - State will send correspondence and complete follow-up
  - Should be few unapproved applications each day, if any.



# Beginning 11/21/2011

- Continue to be final approver of transactions
- Continue to batch work and send to State daily, according to Approved or Unapproved applications
- **Begin using excel spreadsheet** titled “Unapproved Applications” to record all unapproved transactions – State will flag applications in the system so they do not print because system will be auto-printing titles at this point.

# Beginning 11/21/2011 (continued)

- E-mail “Unapproved Applications” spreadsheet to State each day at:  
[tr.county@kdor.ks.gov](mailto:tr.county@kdor.ks.gov)
- *Importance of the spreadsheet: If you fail to tell us which applications are incomplete or unapproved, system will process and print title, exposing State and County to potential liability.*
- Be sure if you work a hand-carry it is on marked on the system with the “H” for hand-carry and/or put on the spreadsheet for us to hold for pick up.